

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 20-1

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**Assistance, Inspections, Investigations, and Follow-Up
INSPECTOR GENERAL INSPECTION PROGRAM**

FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:
Electronic

Summary. This regulation prescribes policies and provides procedures for general inspections, investigations and inquiries, reports, and requests for assistance. The regulation identifies documents that may be requested during an inspection and items of command interest. It also establishes the USMEPCOM Form 20-1-1 (Exceptional Performance Certificate), stand-alone inspector general (IG) checklists, and the Commander's Inspection Program. It deletes the requirements for a personnel inspection.

Applicability. This regulation applies to the elements of United States Military Entrance Processing Command (USMEPCOM).

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MIG, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Interim message changes (IMCs). IMCs to this regulation are not official unless disseminated via the Command Message System from the Command Executive Support Officer, HQ USMEPCOM.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MIG. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form

*This regulation supersedes USMEPCOM Reg 20-1, 6 February 1998.

2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MIG, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and lists key management controls that must be evaluated. The military entrance processing station management control evaluation checklist is at appendix I, and the inspector general management control evaluation checklist is at appendix J. This regulation complies with USMEPCOM Reg 11-4 (Management Control).

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Glossary

1. Purpose

This regulation prescribes policies and provides procedures for general inspections, investigations and inquiries, the Commander's Inspection Program (CIP), and for responding to requests for assistance.

2. References

References are in appendix A.

3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

4. Responsibilities

a. The United States Military Entrance Processing Command (USMEPCOM) Inspector General (IG) is responsible for conducting general inspections, investigations and inquiries, and responding to requests for assistance.

b. USMEPCOM directorates are responsible for ensuring intermediate message changes (IMCs) and updated regulations are provided to the IG. Directorates also will determine and identify critical items for inspections.

c. Sector and military entrance processing station (MEPS) commanders are responsible for implementing and conducting CIPs.

5. Policies

a. USMEPCOM is an operating agency of the Department of Defense (DOD), with Department of the Army (DA), as the executive agent. USMEPCOM is a joint command staffed with personnel from the five military Services and with DA civilians. An officer from any of the Services may be detailed as an USMEPCOM IG. The USMEPCOM IG will perform his or her duties according to DOD, DA, and USMEPCOM directives.

b. The USMEPCOM IG and assistant IGs will not establish command policies other than policies affecting IG operations. The IGs will not participate in or be in an assigned position to review activities that could be subject to complaints or investigations (e.g., awards, staff duty officer, staff duty noncommissioned officer, promotion boards).

c. Sector and MEPS commanders are not authorized IG personnel. IG personnel must be nominated by the Commander, USMEPCOM, or the individual Service's personnel center. Nominations for Army personnel must be approved by The Inspector General of the Army, nominations for other Service personnel must be approved by their respective Service's personnel system. Nominees must successfully complete the Headquarters, Department of the Army (HQDA), Inspector General Course. Personnel serving in any IG capacity must take the IG oath administered by the Commander, USMEPCOM, or a designated representative.

d. Officers in USMEPCOM will not be designated as acting USMEPCOM IGs.

6. Commander's Inspection Program (CIP)

a. Purpose. The CIP is a means for MEPS commanders to identify and correct deficiencies at their level. The CIP will help commanders enhance efficiencies and assess and improve the quality of their effort and product. The CIP must be implemented and have the direct involvement and support of the MEPS commander and MEPS personnel. The MEPS commander will conduct a CIP at least twice a year. Guidelines for conducting a CIP are at appendix B.

b. Inspection checklists. The inspection checklists are an important element of a CIP. Checklists will be published separately on the USMEPCOM Intranet (MEPNET) and updated as required by the USMEPCOM IG in coordination with the Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) proponent. Items on the checklists designated with an asterisk are considered critical (glossary).

7. Inspector General Inspection Program

a. The Inspector General Inspection Program is designed to train MEPS personnel to perform their jobs in compliance with regulatory guidance. The inspection provides commanders an objective and independent appraisal of MEPS performance. The inspection helps determine specific training needs and the manner of performance and the state of discipline, economy, efficiency, and morale in each functional area.

b. Following the Root Cause Analysis Model, the USMEPCOM IG determines the cause of any noncompliance and recommends a corrective action. The corrective action normally includes training to a standard or regulation so that personnel know requirements by the time the USMEPCOM IG leaves the MEPS. The USMEPCOM IG also recommends actions to correct deficiencies and irregularities and to improve the discipline, economy, efficiency, and morale of the command.

c. The USMEPCOM IG will determine when a MEPS is in compliance with accomplishing its mission in each functional area. The USMEPCOM IG will consider—

- (1) MEPS initiatives to resolve problem areas.
- (2) The effectiveness and timeliness of implementing appropriate directives.
- (3) The management of funds, material, and personnel.

d. The inspection will include an evaluation of the functional areas in the activity. The USMEPCOM IG will use the stand alone checklists for the inspections.

Note: The USMEPCOM IG team is not limited to the published checklists and may use any regulation relating to the proper functioning of a MEPS.

e. MEPS commanders will have an opportunity to pass on the ideas that have made their processing more effective or improved the morale in their MEPSs. The ideas will be included in the final report. Appendix C lists samples of recently reported ideas.

f. The USMEPCOM IG normally will inspect the MEPSs every 18 to 24 months. The USMEPCOM IG will send an inspection notification message throughout the command on the first day of each inspection. Appendix D provides a list of preinspection instructions for the MEPSs. Appendix E is a list of documents that may be requested by the USMEPCOM IG inspection team during the inspection.

g. USMEPCOM IGs will evaluate actions taken on previous inspection reports to ensure the corrective actions taken were adequate and effective.

Note: The USMEPCOM IG will challenge conflicting guidance to the appropriate HQ USMEPCOM proponent for corrective action.

h. The overall result of a general inspection of a MEPS is limited to one of two ratings: “unit is accomplishing its mission” or “unit is not accomplishing its mission.”

(1) When a MEPS is given an inspection result of not accomplishing its mission, the MEPS will be reinspected by the USMEPCOM IG within 90 days of the initial inspection.

(2) When the MEPS is given an inspection result of accomplishing its mission but is deficient in one or more major functional areas, the Commander, USMEPCOM, will decide the need for reinspection

and the command or the staff element (i.e., IG, directorate, or sector) that will conduct the reinspection. The IG will recommend staff assistance if necessary.

(3) Each functional area will receive an overall rating. This evaluation establishes the following readiness categories:

(a) Excellent. A MEPS functional area assessed “excellent” has no adverse critical item trends, and deviations are few and minor in nature from set guidelines (regulations, memorandums). (Critical items are identified on the checklists with an asterisk.) An excellent rating means the area is an exceptional source of training for the cluster, sector, and command.

(b) Satisfactory. A MEPS functional area assessed “satisfactory” will have deviations from set guidelines; however, the number of adverse critical item trends and discrepancies does not threaten mission capabilities.

(c) Marginal. A MEPS functional area assessed “marginal” will have deviations from set guidelines, and the number and nature of adverse critical item trends and discrepancies could jeopardize mission capabilities. Constructive corrective actions and training are recommended to the cluster, sector, and command.

(d) Unsatisfactory. A MEPS functional area assessed “unsatisfactory” will have significant deviations from set guidelines; the number and nature of adverse critical item trends and discrepancies places the MEPS at risk for mission failure. Quality control measures in a MEPS functional area are either not evident or not used consistently. Command attention is required to remedy noted deficiencies.

(4) Amusement Vending Machine Fund (AVMF) readiness category has its own account categories: commendable, successful, satisfactory, unsatisfactory, and suspended. More information regarding the AVMF is in USMEPCOM Reg 215-1 (Amusement Vending Machine Fund).

i. The Commander, USMEPCOM, may direct a special inspection for a specific area of interest in the command. Special inspections are normally limited in scope and may cross over functional areas of responsibility or organizational levels.

8. Inspection report contents

a. The USMEPCOM IG will provide a report on the IG inspection to the commanders containing information to ensure meaningful and timely corrective actions for problem areas and to provide a tool to assist in training.

b. IG inspection reports will include the following:

(1) Results. A memorandum providing overall results of the inspection (par. 7g).

(2) Ratings. A summary of functional area ratings (par. 7g(3)).

(3) Exceptional Performance Certificates. USMEPCOM Form 20-1-1 (Exceptional Performance Certificate) initiated on-site by the USMEPCOM IG during the week of the MEPS inspection. The certificate will recognize MEPS personnel or MEPS areas formally cited for excellent performance and deserving of special recognition in the final IG inspection report. USMEPCOM Form 20-1-1 is an

on-site morale booster and will not be used as the basis for either award recommendation or evaluation report material. The USMEPCOM IG will prepare the forms for the MEPS commander to present at an appropriate ceremony.

(4) Command interest items. Information on areas identified by the Commander, USMEPCOM, as special interest items. Examples of command interest items are in appendix F.

(5) Functional area inspections. Discrepancies and observations noted during the inspection are documented by functional area. Recommendations for corrective actions are included in each functional area.

9. Inspection report processing

a. IG inspection reports. The USMEPCOM IG team chief will leave an inspection report with the MEPS commander and forward a copy to the appropriate sector commander.

b. Reinspection reports.

(1) Reinspection reports conducted by the USMEPCOM IG will be processed according to this regulation and include the documentation required in paragraph 8b.

(2) Reinspection of deficient functional areas conducted by sector or a HQ USMEPCOM staff element will be documented in a memorandum for record by the inspecting activity and forwarded to HQ USMEPCOM, ATTN: MIG. The inspected activity and the inspecting activity will file one copy of the memorandum for record (file number 1c and destroy after the next USMEPCOM IG inspection).

c. Passing on report content. MEPS commanders are encouraged to forward the contents of the reports (see a and b above) to MEPS personnel, subject to the provisions in this regulation, paragraph 10. USMEPCOM IG inspection results will not be used as the basis for either award recommendation or evaluation report material.

10. Protection and dissemination of IG reports

IG reports are entitled to protection and will be marked "FOR OFFICIAL USE ONLY." The reports are protected from release by one or more of the Freedom of Information Act exemptions. The reports will not be reproduced or disseminated without IG approval.

11. Requests for assistance

a. The Investigation and Assistance Program is designed to help military and civilian personnel of USMEPCOM. Any member of the command may present complaints or requests for assistance to the USMEPCOM IG to help resolve individual problems and enhance mission accomplishment.

b. Military and civilian personnel are encouraged to use their immediate chain of command for resolving problems before contacting the USMEPCOM IG.

Note: Direct communication with the USMEPCOM IG is authorized, however, complaints or requests for assistance can usually be resolved using the chain of command.

c. Military and civilian personnel assigned to sectors and MEPSs who want to request assistance may contact the USMEPCOM IG or USMEPCOM IG team chief in person during a general inspection.

Personnel also may contact the USMEPCOM IG at anytime in writing (HQ USMEPCOM, ATTN: MIG, 2834 Green Bay Road, North Chicago, IL 60064-3094) or by telephone (847-688-2448).

Note: The IG action officer will require written documentation to support telephone requests for assistance.

d. Commanders will post guidance on how to present military and civilian complaints, grievances, or requests on official bulletin boards. The guidance must contain, verbatim, the information provided in this regulation, appendixes G and H. Commanders also will ensure official bulletin boards contain DOD hotline information (fig. 1). HQ USMEPCOM, sectors, and MEPS may devise their own DOD hotline notification or order DOD hotline posters. (Requesters may order DOD hotline posters by telephone or fax using the information in fig. 1.)

Department Of Defense Hotline (For Reporting Fraud, Waste, or Abuse)			
Telephone	Fax	E-Mail	Write
Toll free: 1-800-424-9098 DSN: 664-8799 Comm: (703) 604-8799	Comm: (703) 604-8567 DSN: 664-8567	hotline@DODig.osd.mil	Defense Hotline The Pentagon Washington, D.C. 20301-1900
Note: Identities of callers or writers are fully protected.			

Figure 1. Department of Defense Hotline Contacts

e. The confidentiality of persons contacting the IG will be protected to the maximum extent possible. The IG cannot guarantee confidentiality in cases when the name of the person requesting assistance is required to appropriately respond to the request, however, the requester will be advised beforehand.

f. The USMEPCOM IG is a designated representative of the Commander, USMEPCOM. Confidentiality must be maintained to ensure the free exchange of information between the USMEPCOM IG and members of the command. Sector and MEPS commanders will be informed of cases as deemed appropriate by the Commander, USMEPCOM, or the USMEPCOM IG.

g. In specific cases when serious allegations have been made or extensive data or research is required to obtain factual information, the Commander, USMEPCOM, may direct an official IG investigation.

h. The USMEPCOM IG will maintain completed case files under file number 20-1e and destroy 2 years after the case is closed.

12. Inquiries and investigations

a. IG inquiries and investigations will be conducted according to this regulation and will follow the procedures in the Department of the Army Inspector General Assistance and Investigations Guide.

b. IG inquiries, investigations, and inspections will not be used as a basis for disciplinary action against individual military or civilian personnel. When IG investigations and inspections discover violations of the Uniform Code of Military Justice or Federal Law, the IG investigator will recommend an investigation be conducted under the provisions of Army Regulation (AR) 15-6 (Procedures for Investigating Officers and Boards of Officers).

c. The USMEPCOM IG will maintain a copy of the case under file number 20-1b and destroy after 5 years.

13. Management control evaluation checklists

Management control evaluation checklists prescribed in appendixes I and J do not supersede or rescind information in any stand-alone IG checklist published on the MEPNET. DA Form 11-2-R (Management Control Evaluation Certification Statement) will be used to document management control evaluations (see sample in fig. 2). For additional information on management controls, see USMEPCOM Reg 11-4 (Management Control).

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT		1. REGULATION NUMBER USMEPCOM Reg 20-1
For use of this form, see AR 11-2; the proponent agency is ASA(FM).		2. DATE OF REGULATION ddmmyy
3. ASSESSABLE UNIT Area being reviewed or evaluated		
4. FUNCTION The specific item(s) being reviewed or evaluated		
5. METHOD OF EVALUATION (Check one)		
<input checked="" type="checkbox"/>	a. CHECKLIST	b. ALTERNATIVE METHOD (Indicate method)
	APPENDIX (Enter appropriate letter) J	
6. EVALUATION CONDUCTED BY		
a. NAME (Last, First, MI) Doe, Cooper D.		b. DATE OF EVALUATION ddmmyy
7. REMARKS (Continue on reverse or use additional sheets of plain paper)		
<p>a. All evaluations must be supported by specific documentation. At a minimum, supporting documentation must clearly indicate:</p> <ul style="list-style-type: none"> - Who conducted the evaluation. - The date of the evaluation. - The methods used to test key management controls (management evaluation control checklists, spot checks, paperwork reviews, etc.). - What management control material weakness, if any, were detected (discrepancies). - What corrective actions were taken. <p>b. Reporting organizations (MEPS, sector, directorate) must maintain copies of their annual statements, along with complete supporting documentation.</p> <p>c. Organizations tracking material weaknesses must maintain documentation on:</p> <ul style="list-style-type: none"> - Status. - Effectiveness of corrective actions. - Validation of corrective actions. <p>d. Retention of documentation must be according to the Modern Army Recordkeeping System:</p> <ul style="list-style-type: none"> - Assessable units (MEPS, sector, directorate) retain most recent management control evaluation. - Reporting organizations (MEPS, sector, directorate) retain annual statements and supporting documents for 2 years. - Reporting organizations (MEPS, sector, directorate) retain material weaknesses for 2 years. 		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (if any) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		
(1) Typed Name and Title John A. Doe, Commander		b. DATE CERTIFIED ddmmyy
(2) Signature John A. Doe		

DA FORM 11-2-R, JUL 94

EDITION OF JAN 94 IS OBSOLETE

USAPPC V2.00

Figure 2. Sample of a completed DA Form 11-2-R

Appendix A

References

Section I (The publication(s) needed to comply with this regulation.)
Required Publication(s)

AR 15-6¹
Procedures for Investigating Officers and Boards of Officers. Cited in paragraph 12b.

AR 20-1¹
Inspector General Activities and Procedures. Cited in paragraphs D-8 and J-4d(4).

USMEPCOM Reg 11-4
Management Control. Cited in paragraph 13.

Section II (The(se) publication(s) is(are) merely a source of additional information. Users may
Related Publication(s) read it(them) to better understand the subject, but do not have to read it(them) to
comply with this publication.)

AR 1-20¹
Army Inspection Policy

AR 11-2¹
Management Control

AR 335-15¹
Management Information Control System

USMEPCOM Reg 5-5²
Security, Safety, and Special Programs

USMEPCOM Reg 215-1²
Amusement Vending Machine Fund

Section III (The form(s) needed to comply with this regulation.)
Required Form(s)

DA Form 11-2-R¹
Management Control Evaluation Certification Statement. Cited in paragraph 13.

Notes:

1. Available electronically in DA Pam 25-30 (CD-ROM) or at <http://www.usapa.army.mil>.
2. Available electronically on the MEPNET (<https://mepnet.mepcom.army.mil>)

Section IV (The form(s) prescribed by this regulation. Users must use the(se) form(s) to comply
Prescribed Form(s) with this regulation)

USMEPCOM Form 20-1-1

Exceptional Performance Certificate. Cited in paragraph 8b(3).

Section V (The file number(s) this regulation prescribes to file specific documents.)
Prescribed File Number(s)

1c

Office inspections and surveys. Cited in paragraph 9b(2).

20-1b

IG investigations. Cited in paragraph 12c.

20-1e

IG assistance. Cited in paragraph 11h.

Appendix B

Commander's Inspection Program Guidelines

B-1. The Commander's Inspection Program (CIP) is a structured plan that can be realistically accomplished with the assets available to a specific military entrance processing station (MEPSO). The CIP is a tool to regularly evaluate an organization. The CIP helps measure the effectiveness of an organization or process and will help identify discrepancies and inefficiencies before they become problems.

B-2. The CIP must include, but is not limited to, the following elements:

a. Direct command involvement. Leaders must demonstrate interest, support, and involvement in the process.

b. Total involvement. Each member of the organization, regardless of rank, grade, or position, must be involved in the process. Each member must be encouraged and empowered to assess, criticize, correct deficiencies and inefficiencies, and suggest improvements to current policies and procedures.

c. A structured plan. A document that clearly outlines the purpose and goals of the CIP. The document will include a schedule and specific information on how the MEPS leaders will be trained to conduct inspections and how inspections will be executed.

d. A critical objective evaluation. Inspectors must ask in-depth questions during inspections; checking off a checklist is not a complete evaluation. A full demonstration of any required activity or process should be required during the inspection.

Note: To avoid conflict of interest, the inspector will not have a vested interest in the inspection results.

e. A cyclic schedule. The CIP is not a crisis-management program and should not be tied to any external inspection or evaluation. Commanders will ensure that designated MEPS personnel evaluate each section or functional area at least every 6 months.

f. Cause identification. When discrepancies or deficiencies are found, commanders will ensure the appropriate training, education, and resources are used to correct the cause; not simply fix the error.

g. Use of inspection results with other evaluations. Inspector General inspections, staff assistance visits, training assistance visits, Command Logistics Evaluation and Assistance Program, management assistance training team visits, quality assurance reviews, and records management reviews combined with the CIP results will provide an accurate assessment of what needs command attention and how best to use technical support and training assets. External evaluations and investigations validate the CIP process and assist in identifying and resolving deficiencies that could impede mission accomplishment.

Appendix C

Samples - MEPS Good Ideas

Each military entrance processing station (MEPS) will have an opportunity to pass on ideas that have improved the processing procedures or have boosted morale within the MEPS. The following samples were identified during recent inspections:

- The MEPS provides each processing applicant with a hand-sized laminated reference card that lists the processing steps and the room numbers to assist the applicants. Applicants return the card at the end of the day.
- The testing section locally purchased a lockable Rubbermaid (action packer) to transfer test booklets to and from test sessions. The action packer holds approximately 300 test booklets and can be easily pulled behind using the tote-luggage concept.
- The MEPS sends a mobile training team, consisting of the chief medical officer, processing noncommissioned officer in charge (NCOIC), medical NCOIC, and testing NCOIC, to each recruiting Services' quarterly training day. This allows the maximum number of recruiters to receive training and provides an opportunity to ask questions.
- The MEPS uses Army medical personnel from the Reserve Center to assist with Saturday morning processing and mission days.
- Due to a big turnover of personnel in testing and the importance of security and accountability of test material, the MEPS developed a 50-question open-book test. Before testing personnel are authorized unaccompanied access to controlled test material, they must first pass the written test with a minimum passing score of 80 percent. This test is 1 1/2 hours long. Everyone in testing has taken the test and passed.
- The MEPS designed a detailed medical handbook for recruiters and liaisons. This book is intended to assist recruiters and liaisons in the prescreening process of applicants. It states conditions that are disqualifying, what conditions require medical documentation, and what conditions need to be pre-evaluated.
- To ensure that relations between the MEPS staff and Recruiting Services remain strong, the MEPS has a quarterly competition called the "Soaring Achiever Award" (complete with a trophy) among the MEPS staff. Following the quarterly MEPS/counselors' meeting, the counselors select a MEPS staff member who best supported the Recruiting Services during the previous quarter. The selected MEPS staff receives the trophy (rotated each quarter), a certificate from the MEPS commander, and a 3-day pass or time-off award.
- The MEPS publishes a MEPS/Interservice Recruitment Committee (IRC) Marketing Plan each year, which includes data and charts for the previous school year (e.g., Jr./Sr. tested by Service, Jr./Sr. tested by month, school statistics). The plan fully covers the MEPS goals to reach target audiences and gives IRC members confidence that the education service specialist and test coordinator are actively seeking to increase student test numbers.
- The MEPS publishes a monthly newsletter for recruiters and IRC members. The newsletter updates and communicates information and changes to the MEPS schedules and operations.

Appendix D

Inspection Instructions

D-1. The USMEPCOM Inspector General (IG) will notify the military entrance processing station (MEPS), sector, and HQ USMEPCOM directorates by e-mail of a general inspection on the first day of inspection. When the USMEPCOM IG team arrives for a general inspection, the MEPS commander will notify the sector commander.

D-2. The USMEPCOM IG team normally will arrive on the Tuesday of the week of the inspection at the start of the work day. A list of documents that may be requested is at appendix E.

D-3. There will be an inbrief on the first day of the inspection with key MEPS personnel (as determined by the MEPS commander) and the USMEPCOM IG team. The USMEPCOM IG team will also present a short briefing to introduce themselves and identify their areas of expertise.

D-4. Commanders will inform military and civilian personnel that the USMEPCOM IG will be available to receive complaints and requests for assistance during the inspection; commanders will announce the time and location on the first day of the inspection. The designated location should be easily identifiable, private, accessible, and away from the vicinity of the commander's office and chain-of-command supervisors.

D-5. Commanders will provide the USMEPCOM IG team chief a list of problems, if any, that have not been resolved locally or by official correspondence.

D-6. No official or social events or activities will be scheduled for the USMEPCOM IG team or any of its members.

D-7. The USMEPCOM IG team will require a private working area, use of a laser printer, and a telephone, if possible. The working area should:

- a. Allow for private discussions.
- b. Accommodate 8 to 10 personnel.
- c. Discourage routine interruptions.

D-8. Commanders will inform MEPS and liaison personnel that USMEPCOM IG team members are authorized access to the station's files and areas according to AR 20-1.

D-9. Any questions about administrative arrangements will be referred to the Office of the Inspector General, DSN 792-2448/3680 extension 7159, or commercial (847) 688-2448/3680 extension 7159.

Appendix E

Documents That May Be Requested During Inspection

Note: This appendix is not a requirement to maintain files over and above those required by other Service or USMEPCOM directives. If this appendix contains files, reports, or other information deleted by other directives, the inspector general (IG) requirements will change accordingly.

E-1. Operations processing

- a. USMEPCOM Forms 727-E (Processing List (PL)) (last 30 days).
- b. Applicant orders (last 60 days).
- c. Last duplicate records list.
- d. File on improper recruiting practices (last calendar year).
- e. Latest copy of the Commander's Inspection Program (CIP) conducted in the sections.
- f. Standing operating procedures (SOPs)/desk top procedures/continuity file.
- g. Documentation of section training (e.g., training schedule, class roster, mission essential qualifications standards (MEQS), individual training folders).
- h. USMEPCOM Reg 601-23 (Enlistment Processing), USMEPCOM Reg 680-1 (Military Entrance Processing Reporting System (MEPRS)), and Policy Memorandum 2-1 (MIRS Operational Policy and Procedural Guide) with changes. (These publications are usually used by the operations section.)
- i. Automated Data Processing security.
 - (1) Computer system accreditation.
 - (2) Access roster.
 - (3) Security training.
- j. Justice Forms FD 258 (Federal Bureau of Investigation Fingerprint Card (Applicant)) (all).
- k. Fifty applicant examination files.
- l. Military and civilian counseling records.

E-2. Testing

- a. Official appointment orders for the test control officer, assistant test control officer, and test administrator (TA).
- b. Test control security statement and access roster.

- c. Annual/joint inventory of test material and accountable test material receipts and transfers.
- d. USMEPCOM Forms 611-1-9-R-E (Daily Inventory Log) (last 90 days).
- e. Testing SOP.
- f. Test loss/compromise report file (last calendar year – Office of Personnel Management (OPM) or military entrance processing station (MEPS) cases).
- g. Weekly scoring analysis with DOD Forms 1304.12-K (Armed Services Vocational Aptitude Battery (ASVAB), Scoring Worksheet) (last 30 days).
- h. Special purpose test scoring analysis with DOD Forms 1304.12-K (last 30 days)
- i. Current list of mobile examination team (MET) sites.
- j. MET site and TA inspections.
- k. MET site openings, closings, and relocations.
- l. Exception to policy and immediate retest documentation for ASVAB and special test.
- m. USMEPCOM Forms 611-1-7-R-E (Aptitude Testing Processing List) along with ZHM 080 (Testing Roster) (last 30 days).
- n. Test material destruction file.
- o. Mobilization blank form stock level.
- p. Last CIP.
- q. Documentation of section training (e.g., training schedule, class roster, MEQS, individual training folders).
- r. Education services specialist material.
 - (1) Trip reports.
 - (2) Marketing plan.
 - (3) Training schedules for recruiters.
 - (4) Calendar of state and local conferences.
 - (5) USMEPCOM Forms 601-4-2-R (Processing and Distribution Control Record) (last 90 days).
 - (6) Student ASVAB test records (last 90 days, current or previous school year).
- s. Military and civilian counseling records.

E-3. Headquarters administration**a. Mail control.**

- (1) Official mail manager appointments (primary and alternate).
- (2) Department of Defense (DD) Forms 285 (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly).
- (3) USMEPCOM Forms 25-50-6-R-E (Mail Manager's Inspection Guide).
- (4) USMEPCOM Forms 25-50-4-R-E (Record of Accountable Mail).
- (5) USMEPCOM Forms 25-50-7-R-E (Quarterly Positive Accountability Postage Administration System Report).
- (6) USMEPCOM Forms 25-50-9-R-E (Justification For Next-Day Mail Service).
- (7) Postal service (PS) Forms 3602-A (Record of Meter Register Readings).
- (8) Pitney Bowes (PB) Forms SV7653-B (Electronic Postage Meter Setting Worksheet).

b. Personnel management.

- (1) Leave logs.
- (2) Unaccompanied personnel leased housing files (if applicable).
- (3) A complete sponsorship packet.
- (4) DA Forms 1315 (Reenlistment Data).
- (5) Awards for military and civilian personnel.
- (6) Personnel Information Management System (PIMS) printout (personnel assigned).
- (7) The latest Standard Installation Division Personnel System (SIDPERS) reports.
- (8) Physical readiness.
 - (a) Physical fitness training/physical readiness training cards.
 - (b) Risk factor screening.
 - (c) MEPS physical fitness SOP.
- (9) MEPS urinalysis records.
- (10) MEPS training records.

- (11) Military and civilian counseling records (less Air Force).
- (12) USMEPCOM Forms 570-1-R-E (Personnel Strength Feeder Report).
- c. Records management.
 - (1) Copy of MEPS list of selected file numbers (all sections).
 - (2) Documentation of annual review of local forms.
 - (3) DA Forms 4815-R (Forms Control Register) for local forms.
 - (4) DA Forms 12-R (Request for Establishment of a Publications Account) for headquarters and the memorandum requests for the test control officer.
- d. Additional-duty appointment memorandums.
- e. Emergency Management and Assistance Program.

E-4. Logistics

- a. Authorization documents (e.g., tables of distribution and allowances, USMEPCOM equipment authorization document, medical material allowance list).
- b. Commander's summary (dated the week of the inspection).
- c. Hand-receipt holders listing.
- d. Hand receipts.
- e. Unit document registers (active and 1 year inactive).
- f. Supporting document files.
- g. Nonexpendable due-in suspense file.
- h. Annual reconciliation memorandum and inventories (past 2 years).
- i. Management control number registers.
- j. Clothing records.
- k. Supply SOP.
- l. Expendable supplies stock (medical and nonmedical).
- m. Credit card logs.
- n. Vehicle dispatch records with 3 years domicile-to-duty records (if used).

- o. Current record of vehicles being parked at MEPS testing personnel residences.
- p. DOD Purchase Card purchase records.
- q. Current exceptions to policy.
- r. Excess equipment, supplies disposition requests, and instructions.
- s. Statement of charges and reports of survey or memorandums pertaining to damaged General Services Administration vehicles.
- t. Civilian counseling records.

E-5. Financial management

- a. Amusement Vending Machine Fund (AVMF) records including checkbooks (prior and current fiscal year).
- b. Copy of automated database Commitment Accounting System reports (obligations without commitments and commitments unequal to obligations) (current fiscal year).
- c. Funding target documents (current fiscal year).
- d. Status of funds report.
- e. Meals and lodging spreadsheet (current).
- f. USMEPCOM Forms 37-1-E (Daily Record of Civilian Medical Services), USMEPCOM Forms 37-1-1-E (Monthly Record of Civilian Medical Services), and DA Forms 3904 (Public Voucher for Medical Examination) (3 months).
- g. Meals and lodging contract file.
- h. Noon meals contract file.
- i. USMEPCOM Forms 727-E, USMEPCOM Forms 729 (Daily Invoice Lodging/M meal Services), and USMEPCOM Forms 728 (Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-ons) (3 months).
- j. USMEPCOM Forms 926 (Invoice and Certificate of Performance for Meals and Lodgings) (3 months).
- k. Joint review of unliquidated obligations file.
- l. SFs 44 (U.S. Government Purchase Order Invoice Voucher) (if applicable).
- m. USMEPCOM Forms 690-13-1-R-E (Overtime Request and Authorization) and USMEPCOM Forms 690-13-2-R-E (Request for Alternate Work Schedule (AWS)).
- n. Time sheets (last 3 months).

- o. Appointment orders for delegation of funds (commander and anyone with funds authority in the MEPS).
- p. Monthly obligation plan.
- q. DD Forms 1610 (Request and Authorization of Temporary Duty Travel) (closed) (current and last fiscal year).
- r. Standard Army Finance System (STANFINS) obligation report (current fiscal year).
- s. Nonstock Fund Orders and Payable monthly listing (current fiscal year).
- t. Reconciled bank-card invoices.
- u. OPM E-613 (OPM Testing Certification) and SF 1080 (Voucher for Transfer Between Appropriations and/or Funds) (OPM billing).
- v. DD Form 250 (Material Inspection and Receiving Report) (if applicable).
- w. Telephone bills.
- x. Overtime and awards spreadsheet.
- y. Deviation report file.
- z. Intra/Interservice support agreement file (as applicable).
- aa. Civilian counseling records.

E-6. Medical

- a. List of medical section staff (military and civilian personnel, chief medical officer (CMO), assistant CMO, fee-basis practitioners, contract consultants).
- b. Medical and x-ray SOP.
- c. Dial-a-medic SOP and tracking system.
- d. USMEPCOM Forms 40-8-4-R-E (Drug and Alcohol Testing Control Log) and USMEPCOM Forms 40-8-6-R-E (HIV Testing Control Log) (past 90 days).
- e. USMEPCOM Forms 40-8-2-R-E (Breath Alcohol Analyzer Calibration Record) (past 2 years).
- f. List of local drug and alcohol rehabilitation centers.
- g. DD Forms 2217 (Biological Audiometer Calibration Check) (past 120 days) and audiometric calibration certificate.
- h. Additional-duty appointment memorandums (e.g., BAT, DAT, HIV, Body Fat position appointments).

- i. Practitioner license/credential files.
- j. CMO formal review and training documentation (past 12 months).
- k. Bloodborne pathogen training documentation (initial/annual).
- l. Hepatitis vaccine records for medical personnel.
- m. Documentation of section training (e.g., training schedule, class roster, MEQS, individual training folders).
- n. Fifty applicant examination files.
- o. Military and civilian counseling records.
- p. X-ray area.
 - (1) Radiation protection survey (past 3 years).
 - (2) DD Form 1141 (Record of Occupational Exposure to Ionizing Radiation) and DD Form 1952 (Dosimeter Application and Record of Occupational Radiation Exposure).
 - (3) Medical and ophthalmological examination documentation on X-ray technicians.
 - (4) Repeat X-ray log.
 - (5) Documentation of annual training for X-ray technicians (memorandum).

E-7. Transportation

- a. Appointment memorandums (unit publications officer, acting transportation officer, acting transportation agent).
- b. Passenger standing route orders.
- c. DA Form 410 (Receipt for Accountable Form).
- d. USMEPCOM Forms 55-2-1-R-E (Meal Ticket Register).
- e. USMEPCOM Forms 55-2-2-R-E (Bulk Ticket/Token Register).
- f. USMEPCOM Forms 55-2-R-E (Government Transportation Request Register).
- g. Inventories (annual and changes of the acting transportation officer).

E-8. Security

- a. Key-control register.
- b. Twice-a-year key inventories (DA Form 5180-R (Key Control Register)).

- c. Physical security survey.
- d. Documentation on security training (initial and refresher).
- e. Security twice a year self-inspections (USMEPCOM Reg 5-5).
- f. SF 702 (Security Container Check Sheet) for key box.

E-9. Fire and safety

- a. Documentation of initial and annual fire and safety education.
- b. Documentation of fire extinguisher training.
- c. Documentation of annual fire drill.
- d. Documentation of safety briefing.
- e. Safety surveys (USMEPCOM Reg 5-5).
- f. Documentation of defensive driving class and video.

E-10. Management control process

- a. CIP binder.
- b. DA Forms 11-2-R.
- c. Sector assistance visit and technical assistance visit results.
- d. Any audit reports.
- e. Copy of the latest IG inspection.
- f. Management control plan.
- g. Annual assurance statements and supporting documents.

Appendix F

Command Interest Items

A list of command interest items to be inspected at every military entrance processing station (MEPS) is explained below. Command interest items change periodically.

a. Applicant interviews/briefings. How are the preaccession interviews and preenlistment interviews conducted? Are required items covered (USMEPCOM Reg 601-23). Are the commander's welcome, medical, transportation, and preoath briefings understandable? Is the enlistment ceremony conducted in a professional manner?

b. Civilian personnel office (CPO) issues. Who is the servicing CPO? What kind of support is the servicing CPO providing? Does the MEPS have any civilian personnel issues?

c. Commander's Inspection Program (CIP). Is the CIP active, functional, and effective? Are there areas that need improvement?

d. Current regulations, conflicting guidance, requested changes, and concerns. Has the MEPS encountered any of these mentioned concerns? Did the conflicting guidance affect any mission area? What action was taken? Does the MEPS have general concerns? Considered a direct communication from the MEPS commander to the Commander, USMEPCOM.

e. Customer service and relationships. How do the Service liaisons and Interservice Recruitment Committee members rate the MEPS customer service?

f. Morale. Assessment of morale based on results of an Inspector General climate assessment survey.

g. Red Carpet Program. Are there any problems with applicant flow? (USMEPCOM Reg 601-23, par. 14-5d).

h. TRICARE support. Are there any problem trends with the TRICARE program?

i. Computer security. Has the latest computer virus scan update been installed? Is the MEPS running the scheduled scan?

j. Voting. Is there a voting awareness program available for national, state, and local elections?

Appendix G

Sample Notice Memorandum of Rights of Military Personnel to Present Complaints

(APPROPRIATE LETTERHEAD)

(OFFICE SYMBOL) (100)

(DATE)

MEMORANDUM FOR ALL MILITARY PERSONNEL

SUBJECT: Rights of Military Personnel to Present Complaints or Request Assistance

All military personnel have the right to present complaints, grievances, or requests for assistance to the United States Military Entrance Processing Command (USMEPCOM) Inspector General (IG).

Before contacting (telephone, letter, facsimile, or in person) the USMEPCOM IG, you should first consider whether your concerns could be more quickly and simply addressed through your chain of command. You do not have to present your concerns to your chain of command before contacting the USMEPCOM IG, however, you must have permission to be absent from your duties if you wish to contact the USMEPCOM IG during your duty hours. You do not have to tell anyone why you want to visit the USMEPCOM IG.

You may contact the USMEPCOM IG at:

Name: USMEPCOM Inspector General

Office hours: 0700-1630

Room: 323

Address: 2834 Green Bay Road, North Chicago, IL 60064-3094

Telephone: DSN 792-2448/3680 extension 7159 or commercial (847) 688-2448/3680 extension 7159

If you believe the IG response is not fair, complete, or in accordance with established Department of Defense (DOD), Department of the Army, and USMEPCOM policies; or if you believe your interests may be jeopardized by contacting the USMEPCOM IG, you may write or call the Secretary of the Army Inspector General (SAIG) or use the Inspector General, Department of Defense (IG DOD), hotline. The SAIG and IG DOD telephone numbers are:

SAIG: 1-800-752-9747 (in Virginia: 1-800-572-9000)

IG DOD: 1-800-429-9098

DOD personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the IG. However, if you lie or knowingly make false accusations to the IG, you are subject to disciplinary action.

Commander's signature block

Appendix H

Sample Notice Memorandum of Rights of Civilian Employees to Present Complaints

(APPROPRIATE LETTERHEAD)

(OFFICE SYMBOL) (100)

(DATE)

MEMORANDUM FOR CIVILIAN EMPLOYEES AT USMEPCOM

SUBJECT: Rights of Civilian Employees to Present Complaints or Request Assistance

All civilian employees have the right to present complaints, grievances, or requests for assistance to the United States Military Entrance Processing Command (USMEPCOM) Inspector General (IG).

Before contacting (telephone, letter, facsimile, or in person) the USMEPCOM IG, you should consider whether your concerns can be addressed more quickly and simply by first referring them to your immediate supervisor, or by using one of the procedures below.

Civilian personnel regulations prescribe procedures for civilian employees in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions in force, removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact your local civilian personnel officer who will give you information about pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit, and there is a negotiated grievance procedure, you must file your complaint concerning employment matters by following these procedures. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the local servicing equal employment opportunity officer, or the USMEPCOM Equal Employment Opportunity Officer at DSN 792-3680 extension 7535, or commercial (847) 688-3680 extension 7535.

If you have a complaint about matters other than civilian employment, or a complaint about violations of policies or procedures in processing complaints about personnel actions, and feel your complaint has not been resolved by your supervisor, you may contact the USMEPCOM IG at:

Name: USMEPCOM Inspector General

Office hours: 0700-1630

Room: 323

Address: 2834 Green Bay Road, North Chicago, IL 60064-3094

Telephone: DSN 792-2448/3680 extension 7159

Commercial (847) 688-2448/3680 extension 7159)

If you believe the USMEPCOM IG response is not fair, complete, or in accordance with Department of Defense (DOD), Department of the Army, and USMEPCOM policies; or if you

believe your interests may be jeopardized by contacting the USMEPCOM IG, you may write or call the Secretary of the Army Inspector General (SAIG) or call the IG DOD hotline. The SAIG and IG DOD telephone numbers are:

SAIG: 1-800-752-9747 (in Virginia: 1-800-572-9000)

IG DOD: 1-800-429-9098

You may report complaints about hazardous work conditions (unsafe or unhealthy) in accordance with procedures listed in DD Form 2272 (DOD Occupational Safety and Health Protection Program).

DOD personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the IG. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the USMEPCOM IG. However, if you lie or knowingly make false accusations to the USMEPCOM IG, you are subject to disciplinary action.

Commander's signature block

Appendix I

Management Control Evaluation Checklist - MEPS

I-1. Function

This checklist is for military entrance processing station (MEPS) operations.

I-2. Purpose

The purpose of this checklist is to assist MEPS personnel in evaluating the key management controls listed below. It is not intended to cover all controls.

I-3. Instructions

Answers must be based on the actual management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies will be explained and corrective action indicated in supporting documentation. Management controls must be evaluated at least once every 5 years. Certification of the evaluation will be on Department of the Army (DA) Form 11-2-R (Management Control Evaluation Certification Statement).

I-4. Test questions

a. Commander's Inspection Program.

- (1) Has an internal management evaluation been established/accomplished?
- (2) Are the management control evaluation checklists used as part of the Commander's Inspection Program (CIP)?
- (3) Are governing directives, past Inspector General (IG) reports, quality assurance reports, records management reviews, and staff assistance visit records reviewed as part of the CIP?
- (4) Are inspections conducted at least every 6 months?
- (5) Have inspectors been properly trained to evaluate the areas they are inspecting and is the training documented?
- (6) Are DA Forms 11-2-R being used to document all inspections being conducted?

b. Post inspection.

- (1) Are controls established for taking corrective action to noted discrepancies?
- (2) Is the IG inspection report used to begin the corrective action?
- (3) Are corrective or closure actions verified through the CIP?
- (4) Are IG records protected from release?

c. Assistance.

- (1) Are procedures established to ensure assigned personnel are aware of the proper channels for requesting assistance from the USMEPCOM IG or civilian agencies, as applicable.

(2) Are the memorandums explaining the rights of military and civilian personnel to present complaints or request assistance clearly posted on official bulletin boards?

(3) Is the DOD hotline information clearly posted on official bulletin boards?

I-5. Comments

Users may submit comments to HQ USMEPCOM, ATTN: MIG, 2834 Green Bay Road, North Chicago, IL 60064-3409.

I-6. Use of DA Form 11-2-R

DA Form 11-2-R is designed to document any management control evaluation. Evaluations at the MEPS must be documented on this form. Fill in the appropriate blocks, as needed. The assessable unit is the MEPS section or topic reviewed (e.g., processing, medical, preenlistment interview, drug and alcohol testing, Human Immunodeficiency Virus, temporary duty). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) (in the prescribing regulation) or whatever method used to review the area listed in block 3 of the form. Block 6 lists who completed the evaluation and when it was conducted. Block 7 is self-explanatory. Block 8 is completed by the person in charge of the area evaluated. For a sample of a completed form see this regulation, figure 2.

Appendix J**Management Control Evaluation Checklist - Inspector General****J-1. Function**

The function covered by this checklist is Inspector General (IG) operations.

J-2. Purpose

The purpose of this checklist is to assist management control administrators in evaluating the key management controls identified below. It is not intended to address all controls.

J-3. Instructions

Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective actions indicated in supporting documentation. These controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on a DA Form 11-2-R (Management Control Evaluation Certification Statement).

J-4. Test questions**a. Training.**

- (1) Has the IG course been completed by all USMEPCOM detailed- and assistant-IGs?
- (2) Are procedures in place to ensure personnel assigned to USMEPCOM IG duty are properly trained and utilized?

b. Inspections.

- (1) Are USMEPCOM IG inspections oriented toward systemic issues and designed to determine the root causes of any noted problems or deficiencies?
- (2) Is the USMEPCOM IG “teach and train” technique (see AR 20-1) included in the inspection process?
- (3) Are the results of the USMEPCOM IG inspections provided as feedback to affected personnel and directorates?
- (4) Are USMEPCOM IG inspectors provided sufficient “train up” for inspections?
- (5) Do USMEPCOM IG inspection teams include subject matter experts, if required?
- (6) Are procedures in place to ensure corrective action is conducted?

c. Intelligence oversight. No intelligence oversight required at USMEPCOM.**d. Investigations.**

- (1) Are procedures established to ensure USMEPCOM IG investigations are performed according to applicable regulations and with proper authority?

(2) Are allegations against any senior official (General Officer or Senior Executive Service) immediately forwarded to Headquarters, Department of the Army (Secretary of the Army Inspector General - Investigations)?

(3) Are the procedures outlined in the United States Army Inspector General Agency publication, The Inquiries and Investigations Guide (I & I Guide), followed during an investigation?

(4) Is collected evidence and other information properly marked and safeguarded according to AR 20-1?

(5) When necessary, are individuals advised of their rights and afforded due process?

(6) Are reports of investigation prepared and distributed according to the I & I Guide?

e. Assistance.

(1) Is the USMEPCOM IG teach and train technique used in the assistance process?

(2) Is a request for assistance for another agency's area referred to that agency as appropriate (AR 20-1, paragraph 6-4d(7))?

(3) Are requests for assistance analyzed to identify any systemic issues or trends?

(4) Does the organization complete whistleblower reprisal investigations according to DOD Directive 7050.6 (Military Whistleblower Protection)?

(5) Does the organization comply with DOD Directive 6490.1 (Mental Health Evaluations of Members of the Armed Forces) when conducting inquiries into allegations concerning mental health evaluations?

(6) Are procedures in place to ensure assistance requests are completed?

f. Information resources.

(1) Is accounting for automation equipment recorded in the automation property book and is the equipment operational?

(2) Is correct information on local USMEPCOM IG automation resources provided to Secretary of the Army Inspector General - Information Resource Management Division?

(3) Does the USMEPCOM IG office have a trained site administrator?

(4) Is required data from inspection findings and assistance cases entered into the Inspector General Action Request database?

(5) Are procedures established to ensure Inspector General Worldwide Network security (physical and data) is maintained?

(6) Are procedures in place to safeguard and protect automated USMEPCOM IG files and equipment?

(7) Are USMEPCOM IG files and documents properly marked, stored, and disposed of according to AR 25-400-2 (The Modern Army Recordkeeping System (MARKS))?

(8) Are requests for release of USMEPCOM IG records forwarded to the USMEPCOM Freedom of Information Act (FOIA) Coordinator for authorized release?

(9) Are FOIA requests transferred to Secretary of the Army Inspector General Records Release Office for action?

J-5. Comments

Users may submit comments to HQ USMEPCOM, ATTN: MIG, 2834 Green Bay Road, North Chicago, IL 60064-3409.

J-6. Use of DA Form 11-2-R

DA Form 11-2-R is designed to document any management control evaluation. Evaluations at the military entrance processing station (MEPS) must be documented on this form. Fill in the appropriate blocks, as needed. The assessable unit is the MEPS section or topic reviewed (e.g., processing, medical, preenlistment interview, drug and alcohol testing, Human Immunodeficiency Virus, temporary duty). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) (an appendix in the prescribing regulation) or whatever method used to review the area listed in block 3 of the form. Block 6 lists who completed the evaluation and when it was conducted. Block 7 is self-explanatory. Block 8 is completed by the person in charge of the area evaluated. For a sample of a completed form see this regulation, figure 2.

Glossary

Section I
Abbreviations

AR

Army regulation

ASVAB

Armed Services Vocational Aptitude Battery

AVMF

Amusement Vending Machine Fund

CIP

Commander's Inspection Program

CMO

chief medical officer

CPO

civilian personnel office

DA

Department of the Army

DD, DOD

Department of Defense

DSN

Defense Switched Network

FOIA

Freedom of Information Act

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IG

inspector general

IRC

Interservice Recruitment Committee

MEPNET

United States Military Entrance Processing Command Intranet

MEPS

military entrance processing station

MEQS

mission essential qualifications standards

MET

mobile examining team

NCOIC

noncommissioned officer in charge

OPM

Office of Personnel Management

SAIG

Secretary of the Army Inspector General

SOP

standing operating procedures

TA

test administrator

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

acting inspector general

Commissioned officers appointed to this additional duty by a major-command commander authorized a detailed inspector general (IG). An acting IG assists a detailed IG by providing the IG assistance function to population areas for which the detailed IG has responsibility, but from which the detailed IG is often geographically separated.

assistance

The process of receiving, inquiring into, and responding to complaints, allegations, and requests for help (assistance) that are presented or referred to a USMEPCOM IG.

assistant inspector general

Warrant officers, enlisted personnel (E-6 and above) or civilian employees (General Schedule (GS)-6 and above) who perform inspector general (IG) functions on the staff of a command IG.

critical items

Items identified on the inspection checklists with an asterisk. Noncompliance with critical items will impair the ability of a MEPS to accomplish its mission and could lead to fraud, waste, and abuse of Government resources.

detailed inspector general

Commissioned officers selected for detail as a continuation of their professional development. They must qualify for the detail through their Service personnel system.

general inspection

An inspection, broad in scope, in which all the activities in an organization or command are subject to inspection. General inspections focus on units.

IG records

Any written or recorded inspector general (IG) work products including any correspondence or documents received from a witness or a person requesting assistance; IG reports of inspection, inquiries and investigations; Inspector General Worldwide Network or other computer automated data processing files and data; and DA Form 1559-R when entries are made on either side. IG records may contain documents that were not prepared by IGs. Working papers qualified as agency records are also IG records.

inquiry

An informal fact-finding process followed by IGs to gather information needed to respond to a requester (assistance function) or resolve allegations or issues when investigative techniques are appropriate (investigation function) but circumstances do not merit an IG investigation. Typically, investigative inquiries are conducted without a directive or sworn, recorded testimony; there is no prescribed format for reports.

inspection

An inspection conducted by a detailed inspector general (IG) oriented toward the identification of problems, determination of their root causes, development of possible solutions and assignment of responsibilities for correcting the problems. Generally, IG inspections focus on issues rather than on units. The scope and content are determined by the IG's commander.

inspector general action request

Any complaint, allegation, or request for assistance presented to an IG. Request can be in person or by telephone, letter, or facsimile.

investigation

Fact-finding examination by a detailed inspector general (IG) into allegations, issues, or adverse conditions for the purpose of providing the directing authority a basis for decisions and actions. IG investigations normally address allegations of wrongdoing by an individual. IG investigations are authorized by written directives. IG investigations involve systematic collection and examination of testimony and documents and may incorporate physical evidence. The results are reported using the report of investigation format found in the Secretary of the Army Inspector General Assistance and Investigations Guide.

reinspection

An inspection of the action taken to correct deficiencies found during a previous inspection or audit. The reinspection assesses the corrective action to determine if it was effective and complete; if it produced desired results without causing new problems; and if it was economical, efficient, practical, and feasible.

root cause analysis model

Sample procedure (established in the United States Army Inspector General Agency publication, The Inspections Guide) used to determine why a situation or issue is processed in a particular way.

train up

Training for IG inspectors in procedures and requirements before conducting an inspection.